

EYES ONLY

ORD-0668-74

28 MAR 1974

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for a Quality Step Increase
for [REDACTED] 25X1A9a

25X1A9a

1. It is recommended that [REDACTED] a senior secretary, be granted a Quality Step Increase from GS-07, step 6 to GS-07, step 7 for her sustained excellence over the past year.

25X1A9a

2. During this period [REDACTED] has performed duties for the newly formed and developing Program Analysis Staff which required skills and initiative not normally associated with the secretarial function. Most notable was the management of the new program review cycle including: weekly review of documentation and preparation of the agenda for the Program Review Board; development of systematic files for project documentation including cheques, bluebooks, and project histories; and preparation of Quarterly Review presentation material. In addition, [REDACTED] was responsible for coordinating the efforts of other secretaries in the preparation of major documents including the Combined Program Call. Other special duties included secretarial support to the Emplacement System and Emplaced Sensor Panels (subcommittees of the TCC, chaired by her supervisor). She also has during this period maintained the extensive [REDACTED] files and has devoted extra time to preparing this material for retirement. [REDACTED] capable and timely performance on the above broad range of normal and extraordinary chores merits the special recognition requested.

25X1A9a

25X1A2g

25X1A9a

25X1A9a

Sayre Stevens

Director of Research and Development
DD/S&T

EYES ONLY

Approved

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SUBJECT: Recommendation for a Quality Step Increase
for [REDACTED]

25X1A9a

CONCUR:

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

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C/PAS/ORD/DD/S&T/[REDACTED] bgs;2375 (24 Sept. 1973)

25X1A9a

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